

Form 10D
(STATE FUNDED PROGRAMS ONLY)
Unit Documentation Form
Instructions

Rev. 9/05

Form 10-D can be accessed at <https://164.165.152.56/sec/login.asp>

Note: *Information from this form will determine the amount of professional-technical money the program will be allotted for the current year. Please be accurate. You may call the State Program Manager at the State Division of Professional-Technical Education (334-3216) if you have any questions. Please ask for the specific Manager for the program area the 10D relates to. If that Manager is not available, you can ask to speak to Dan Petersen, the Director of Research, or Donna Simpson, Administrative Assistant.*

A. General Information

1. Each instructor of a reimbursed professional-technical program must complete a Form 10-D. The preprinted data (at the top of the form) are provided as currently on file in the State Division. If any of this information needs to be changed, please contact Donna Simpson at the number shown above and she will enter any changes that need to be made.

NOTE: Instructors who are not teaching any Professional-Technical approved courses should not complete this form.

2. Semester/Trimester: Check the schedule that your school follows. (Please note that you should pick the semester schedule if your school offers an A/B – or 8-period rollover – schedule.)
3. Periods: This is not a field that can be (or should be) changed. If the school schedule has changed (i.e. from 6 to 7 periods; semester to trimester, etc) please have the school administrator contact Donna Simpson at the Division office so the change can be entered in the database. Do not complete the 10D until that change is entered.
4. Extra Weeks (Time Beyond the Normal Academic Year) - Enter the number of weeks the professional-technical instructor is employed beyond the normal academic year contract.

B. Instructor Schedule

1. Class Title or Other Assignment: Using the drop-down boxes for each line, click on the teacher activity for all periods in the school day and for all semesters/trimesters during the school year. Include preparation periods.
2. Enrollments – Indicate the enrollments for all semesters by class period. These enrollments may be duplicated. For example, if students are in two periods they would be counted in each. Estimate the enrollments for the 2nd and 3rd semesters/trimesters.

C. Instructor Update

1. Check the Home Address and Telephone Number at the bottom of the form. Please enter any changes.

D. Form submission: Once the form has been completed and checked for any errors, click on Submit Form. An automatic message will be sent to the Online Administrator advising that the form has been submitted and needs to be approved.

E. Signatures: Assignment of login and password access to district employees by district administration is being used in lieu of signatures on 10-forms. Please make certain that access information is given to the appropriate individuals.

Completed forms are to be submitted online by October 15